

DRAFT

BETCHWORTH PARISH COUNCIL

MINUTES of the **MEETING** of the **BETCHWORTH PARISH COUNCIL** held on **MONDAY 7 NOVEMBER 2016**, at 8pm in the Hamilton Room.

Present: Cllrs Hardy (Chairman), Wilson, Rogers, Stow, Edwards and the Clerk. For part of the meeting County Councillor Clack and six members of the public were present.

1. APOLOGIES FOR ABSENCE.

(353) Apologies were received and accepted from Councillors Docwra and Higgins and District Councillor Potter.

2. DECLARATIONS OF INTEREST.

(354) There were no declarations of interest

3. MINUTES OF THE PREVIOUS MEETING.

(355) The minutes of the meeting held on 3rd October were approved and signed by Councillor Hardy as a true and correct record.

4. MATTERS ARISING

(356) Cllr Hardy confirmed that the vacant Clerk position had been successfully filled by Marion Hallett, who was also present at the meeting, and that the handover process had started.

(357) The Councillors agreed to permit the proposed memorial for Gordon Hill featuring a masonic emblem, having taken advice from Tony Wynn at MVDC-

(358) The Council considered the quotation for an 8ft kiln dried oak bench at a cost of £1,425.75 and concerns were raised regarding the cost. It was noted that the expense could be justified for the number of years that the bench is likely to be in situ, councillors asked that a 10 year guarantee is requested (a minimum 5 years accepted).

(359) The Clerk advised that the Lectern for Goulburn Green is near completion and lettering has been routed. A donation of £30 (based on 28 letters @ £1 per letter) to Lower Moles Countryside Trust for the lettering was proposed and agreed by the Councillors. The lectern is scheduled to be returned and finished by Tim Painter and installed on Goulburn Green w/c 14 November 2016.

(360) The Clerk confirmed that she had expressed the reported concerns over parking on the corner and outside the Dolphin to the pub's management. The Councillors agreed that dangerous parking is still an issue and suggested requesting that a polite notice be displayed by the pub.

(361) Cllr Wilson confirmed that the allotment water supply has been turned off for the winter. Cllr Wilson suggested that the supply stopcock should be labelled.

(362) Cllr Edwards confirmed that the dead tree on Goulburn Green has been removed.

(363) Clerk confirmed spare pads and paediatric electrodes have been purchased for the Village Hall defibrillator. Paed. pads to be put into cabinet and spares to be held by Cllr Hardy.

(364) Following concerns raised by the B&B Society about the Evergreens site, Cllr Hardy advised that in June the MVDC planning enforcement officer had advised that there were no infringements of planning conditions at Evergreens and the site was regularly monitored. Cllr Hardy noted that it was difficult to see within the land but that the site would continue to be monitored.

(365) Cllr Hardy also spoke to Franks regarding mud on road; she was informed that lorries are using wheel washers as required. Franks agreed to send sweepers to clear up the mud on road.

(366) Councillors raised concern over inconsiderate parking on Wonham Lane by people attending Brockham Bonfire, Clerk to raise with Bonfire committee

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<i>Action Items</i>	<i>Person Responsible</i>	<i>Deadline</i>
Return lectern to Tim Painter for final touches	Cllr Hardy	asap
Request Dolphin display considerate parking signage	Clerk	asap
Label allotment water supply stopcock	Cllr Wilson	asap
Pass defibrillator spare pads and electrodes to Cllr Hardy	Clerk	Asap
Write to B&B society to confirm monitoring of Evergreens	Clerk	Asap
Raise concern over parking for Brockham Bonfire in Wonham Lane	Clerk	Asap

5. COMMUNITY POLICE REPORT.

(367) A police report for Betchworth was circulated showing crimes for previous month, including 1 burglary of non-dwelling, 3 thefts (two of these being fuel thefts), and a child was bitten by a dog. 2 incidents of criminal damage which took place in August were also included in the October report. There was also one public order offence and one incident of violence in a public place reported.

6. OPEN FORUM.

(368) Two Residents from Gadbrook Road attended to discuss installing a second village defibrillator closer to Gadbrook Road & suggested it be placed at the end of a driveway on Gadbrook Road. The residents requested that the purchase be agreed in principal, with the suggestion from the Council that the purchase costs be split between the Parish Council and matched by Mole Valley, and that installation costs be covered by the Gadbrook Road residents themselves. Clerk confirmed MVDC are currently looking at gaps where defibrillators are currently not situated and that there is a defibrillator located in Leigh which the Gadbrook Road residents would be closest to once it is installed. Cllrs agreed to joint fund in principle Gadbrook Rd and noted the cost would be in the region of £750.00 (approx.. £1,500 total).

(369) Two representatives from Moore's outdoor storage facility (Ken Wright and Frank McDonagh) were present to discuss the recent resident's complaint regarding the facility's use of floodlights out of trading hours. Moore's confirmed that the main light is on a timer but was able to identify the specific trading unit which was in breach of the lighting agreement and agreed to speak to them. The representatives also confirmed that contrary to the complainant identifying 'Clearmasters' vehicles using the site out of hours, the fire brigade had been present at the site which would also have triggered light sensors. Moore's agreed that the existing out of hours sensor lights are too bright and agreed to change the bulbs to a lower wattage and to ensure that the lights are pointing down.

(370) The representatives from Moore's reported that the owner of the site (Mr Moore) had been suffering from ill-health for some time and was considering selling the site. They suggested that best prices for such sites were often from the traveller community although no timings or further information available at this time.

<i>Action Items</i>	<i>Person Responsible</i>	<i>Deadline</i>
Gadbrook Road residents to agree location of 2 nd village defibrillator and discuss costs with neighbours	Gadbrook Rd residents (lead by Winters)	Ongoing
Propose match funding with MVDC	Clerk	asap
Change lightbulbs and ensure lightbulbs are pointing down	Moore's	asap

7. TRANSPORT, HIGHWAYS AND FOOTPATHS.

(371) Footpaths Officer's report: Parr's Corner Fingerpost, it was confirmed that the post will be painted as soon as the sale of the property is complete.

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Work on the gate and surface dressing at the bottom of the hill to Chimney Pots has now been completed. Footpaths Officer has cleared vegetation at the entrance to the footpath 455 opposite Snowerhill Farm entrance and confirmed this is now fit for access.

(372) Burial Ground bins have still not been collected. Footpaths Officer has offered to take these to the Dorking Depot himself. Footpaths officer has left sign at BG that waste should be taken with you. Clerk agreed to have an informal conversation with Natalie at MVDC; Bernard also offered to discuss with the village's waste collectors in order to try and reach an informal waste collection agreement, and also request a quote from Biffa.

(373) Play equipment on Goulburn Green has been inspected weekly on 7th, 14th and 22nd of October and monthly check on 30th October. Fittings are tight and secure and equipment remains fit for use.

(374) The Parish Council had been approached by Adam Bunce, a consultant offering Highways and Transport Planning Support. Cllr Hardy suggested spending some time giving thought to listing some projects that the council might benefit from gaining his input on, for example, the overhanging branches on Pebble Hill. Clerk to ask for more clarity on what is required from the PC from both a cost and time perspective and to ask him to present to the council for 15 minutes (at no cost).

(375) Councillors discussed the Highways Localism Scheme and decided to consider making a bid focusing on the clearance of the path at Station Road/The Coombe. Councillors to review what is required to make a bid.

(376) Following concerns raised to the council over speeding traffic outside Atkinson House, Surrey Highways have confirmed they will be renewing white lines and adding signage shortly. Helyn Clack had confirmed her support for a speeding survey and Clerk has requested this from SCC. Clerk to follow up.

(377) Winter weather plans were reviewed; Clerk to ask Footpaths Officer to check that there is salt in bins (Post Office and School).

(378) Cllr Docwra was nominated to complete the National Highways and Transport Public Representative Survey 2016 on behalf of the Parish Council. (Deadline 15 December 2016)

(379) Councillors discussed the impact of Gatwick Route 4 amendment. Cllr Wilson agreed to draft a letter on behalf of the Council to the CAA noting that the change is an improvement for residents in the south of the village but there still needs to be a more even spread of flights within the NPRs. County Councillor Clack joined the meeting.

(380) Councillors agreed to send a letter of complaint regarding Pebblehill Road closure to Highways department at SCC.

(381) Cllr Hardy reported that a resident had notified her of a pot-hole on the pavement of the newly-resurfaced roundabout.

<i>Action Items</i>	<i>Person Responsible</i>	<i>Deadline</i>
Discuss removal of waste from Burial Ground with MVDC and Biffa	Clerk (AK) and BG	asap
Respond to Adam Bunce, consultant & request presentation	Clerk	asap
Review materials and confirm requirement for funding for Localism scheme	All	For next mtg
Request confirmation of traffic survey outside Atkinson House	Clerk	asap
Check footpath bins are well stocked with salt	Footpaths Officer	asap
Complete Highways Survey	Cllr Docwra	By 15/12/16
Draft letter to CAA re Route 4	Cllr Wilson	asap
Send letter of complaint to MVDC re Pebblehill Closure	Clerk	asap
Notify SCC of pothole on Pebblehill/A25 roundabout	Clerk	asap

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8. PLANNING

New Applications & Appeals (2)

(382) MO/2016/1540/PLAH

31, Tweed Lane, Strood Green, Betchworth, Surrey, RH3 7JA Erection of single storey side extension, repositioning of porch and alterations / additions to fenestration

04-Nov-2016 NO COMMENT

(383) MO/2016/1562/PLAH

Potters Farm, Station Road, Betchworth, Surrey, RH3 7DF

Erection of detached double garage in curtilage of residential barn conversion.

04-Nov-2016 NO COMMENT

Late Planning Applications (0)

Results (4)

The following results were noted.

(384) MO/2016/1279

Brockham Park Cottage, Gadbrook Road, Betchworth

Erection of two storey rear extension, new dormer window to replace external stair boxing on side roof elevation and new front porch enclosure. APPROVED WITH CONDITIONS

(In accordance with plans, within 3 years, in accordance with restrictions on dwellings, no extensions within Schedule 2, Part 1, Classes A, B, or C.)

(385) MO/2016/1193

Reigate Road Quarry, Reigate Road, Betchworth RH3 7HB

The siting and use of a mobile caravan as a staff welfare facility for a temporary period of six years. GRANT (SCC decision)

(386) MO/2016/1357

Arkle Manor (PH) Reigate Road, Brockham

Advertisement consent for 2 no. fascia signs, 2 no. illuminated free standing post sign, a car park entrance sign, and various other signs around the site.

APPROVED WITH CONDITIONS

Cllr Hardy reported that the Parish Council's letter of representation had been acknowledged and as a result of this, subsequent amended plans had been submitted to include upgrading the existing illumination instead of the halo illumination.

(387) MO/2016/1403

Spiders Barn, Wellhouse Lane Brockham, Betchworth RH3 7HH

Certificate of lawfulness for an existing use and development regarding the use of the detached garage as incidental accommodation and the development of an extension to the garage:

APPROVED

Appeal Decisions (0)

(388) There were no appeal decisions

Other Matters

(389) Cllr Hardy reported that the building noise previously reported at the Karcher Service Centre was as a result of the erection of a new fence at the Rolls Royce property adjacent. It was also noted that the deadline for the demolition of racking on the Karcher site as per breach of planning permission had passed without action from the company. Clerk to raise with MV Planning.

(390) The PC received a request from CPRE requesting extra donations to support the group's Save Surrey's Countryside initiative. Councillors considered that greater threat is in other areas of Surrey, and decided not to release parish funds for the group at this time.

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(391) The Parish Council received pre-planning notification of a Highways depot at Beare Green. The Council agreed in support of the depot although no plans have been submitted to date.

Action Items	Person Responsible	Deadline
Follow up Karcher planning application	Clerk	Asap

9. AMENITIES

(392) Burial Ground Caretaker is continuing to research Ashes garden ideas and is considering the options. Caretaker to make a proposal and advise PC of proposed cost implications.

(393) The David Lyng memorial design and inscription was approved

(394) Cllr Edwards presented some planting options for screening of play equipment as requested by residents of the Walled Garden. Suggested spend in the region of £250 - £330. Cllrs Hardy and Cllr Edwards to visit Goulburn Green in order to discuss positioning of planting.

(395) Improvements to paths in Goulburn Green were also considered. PC agreed this needed further consideration and that Cllr Stow would consult John Foreman and Bill Kear.

Action Items	Person Responsible	Deadline
Present options and costs of ashes area at Burial Ground	BG Caretaker	Asap
Visit Goulburn Grn to discuss planting/screening options	Cllrs Hardy/Edwards	asap
Consult Bill Kear re. Goulburn Green pavement upgrade	FO/ Cllr Stow	Asap

10. COMMUNITY

(396) Councillors Rogers and Edwards met with Bob Thomas from BERT and discussed a community resilience plan specifically early warning systems via WIFI. The Parish Council agreed in support of joining with Brockham on this, although needs to better understand financial and time commitment implications. Cllr Rogers agreed to let BERT know that Betchworth would like to be involved with the project going forward.

(397) Councillors contributed towards a wreath from the Parish Councillors for the Remembrance service. Cllr Rogers confirmed to lay the wreath on behalf of the Parish Council.

(398) Use of a traffic cone as base for alternative Christmas tree was agreed. Cllr Edwards to continue to consider options for decorating; rubbish from litter pick, sticks and cutout faces of Parish Councillors were some ideas brought to the table. Cllr Dowcra has two cones which can be used.

Action Items	Person Responsible	Deadline
Progress with community plan	Cllrs Edwards & Rogers	ongoing
Lay wreath	Cllr Rogers	For 13 Nov
Deliver traffic cone to Cllr Hardy, consider decoration of alternative Xmas tree	Cllrs Dowcra, Hardy & Edwards	Nov

11. COMMUNICATIONS, IT

(399) Following the circulation of the draft new village website to the Councillors for comment, the following observations were made:

- suggestion of a village logo to give it a 'brand', to give the overall appearance a more modern look with more vibrant colours, to replace to header photo, to update the parish profiles, to include a 'community resilience' page. Clerk agreed to continue to develop.

Action Items	Person Responsible	Deadline
Amend and develop website as per comments	Clerk	ongoing

12. FINANCE

(400) Councillors noted receipt of £200 for Lyng memorial and £110 for Zeal memorial.

(401) Clerk suggested enlisting a payroll agency for administering Clerk's salary payments and PAYE going forward, at an estimated monthly cost in the region of £14, citing best business practice and a potential advancement on the historic cheque-writing process. Incoming Clerk to research options and respond with suggestions at budget meeting on 15 November 2016.

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(402) Monthly Financial Summary – councillors noted the current financial position.

(403) Councillors approved the following accounts for Payment:

1.	Adria Kinloch (Clerk's salary & expenses)	£	664.72
2.	Hamilton Room	£	35.00
3.	Surrey Estate Management Ltd.	£	1,531.90
4.	Zoll (PAD accessories)	£	160.80
5.	SSALC (AGM)	£	24.00
6.	Adria Kinloch (Fasthosts renewal)	£	70.19
7.	Surrey Estate Management Ltd (tree removal)	£	50.00
8.	John Foreman (Cableties-online)	£	£7.76
9.	Lower Moles Countryside Trust (sign routing)	£	30.00
10.	Betchworth Estate Farm	£	1,952.00

<i>Action Items</i>	<i>Person Responsible</i>	<i>Deadline</i>
Review and suggest Payroll company options	Clerks	15 Nov '16

13. ANY OTHER BUSINESS

(404) Councillor Hardy proposed an letter be sent to GACC thanking them for the good job they do in light of Second Runway announcement, councillors all agreed.

(405) Cllr Wilson noted that despite three calls requesting removal of fly-tipping on Sandy Lane to MVDC, the rubbish had still not been collected.

(406) It was noted that the meeting on Monday 5th December will be Adria Kinloch's final meeting as Betchworth Parish Clerk.

<i>Action Items</i>	<i>Person Responsible</i>	<i>Deadline</i>
Letter of appreciation to GACC	Clerk	Asap

14. FUTURE MEETING DATES

(407) Next Parish Council Meetings – Mondays 5th December and 9th January

(408) 9th November Planning Update Event from SSALC, Dorking Halls – Cllr Rogers to attend

(409) 12th November - Autumn litter pick

(410) 15th November – 2016/17 budget meeting, Ravenleigh, 8pm

(411) Rural Parishes Meeting in January 2017 Clerk to circulate proposed dates and agenda and Helyn Clack will request the presence of the Police Commissioner at the meeting.

(412) Parish Magazine Article Dec '16, deadline 14/11/2016: 'Whistlestop Tour of the Year'.

(413) Date Change: The Annual Parish Meeting will be held on 24 April 2017 (not 17 April as previously arranged). Possible speaker – BERT.

(414) 2nd March SALC Surrey Spring Conference – no attendees

<i>Action Items</i>	<i>Person Responsible</i>	<i>Deadline</i>
Submit magazine article	Clerk	14/11/2016
Arrange Rural Parish Forum date and venue	Clerk	Asap
Report on Planning Update Event	Cllr Rogers	5 Dec 2016

(415) The Chairman closed the meeting at 10.07pm.

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